



*Utah Commission on Volunteers - Utah Citizen Corps Council*

**GUIDELINES FOR FY2006 CITIZEN CORPS FUNDING**

Citizen Corps exists at every level of government and throughout our state to assist in making our communities safer, stronger and better prepared by encouraging Personal Responsibility, Training, and Volunteer Service. To accomplish these goals, Citizen Corps Councils are formed to engage citizens in All-hazards Prevention, Protection, Response, and Recovery. Citizen Corps Councils are to work *with* the Government, without depending *upon* the Government. They are to become self-sustaining community organizations that help to make communities Disaster Resistant and Resilient.

A modest and limited amount of grant funding is available to assist both new and continuing Citizen Corps Councils in accomplishing the above goals and in becoming and remaining engaged within the community on a sustainable and continuing basis through the "Pillar Programs" of Citizen Corps, which are the Community Emergency Response Team Program, Neighborhood Watch, Volunteers in Police Service, Medical Reserve Corps and Fire Corps.

In pursuit of the goals and objectives indicated above, Citizen Corps Grant Funds should be used to do the following:

- 1) Bring together the appropriate leadership to form and sustain a Citizen Corps Council.
- 2) Develop and implement a plan or amend existing plans to achieve widespread citizen preparedness and participation.
- 3) Conduct public education and outreach.
- 4) Ensure clear emergency communications with the public.
- 5) Develop training programs for the public.
- 6) Facilitate citizen participation in exercises.
- 7) Implement volunteer programs and activities to support emergency responders.
- 8) Involve citizens in surge capacity roles and responsibilities.
- 9) Conduct evaluations of programs and activities.
- 10) Provide proper equipment to citizen volunteers.



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**Allowable Planning Costs**

Public education & outreach
Develop and implement homeland security support programs and adopt ongoing DHS National Initiatives
Develop or conduct assessments
Establish, enhance, or evaluate Citizen Corps related volunteer programs
Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)
Conferences to facilitate planning activities
Materials required to conduct planning activities
Travel/per diem related to planning activities
Overtime and backfill costs (IAW operational Cost guidance)
Other project areas with prior approval from G&T

**Equipment**

Information Technology		
Cyber Security Enhancement Equipment		
Medical Supplies & Limited Types of Pharmaceuticals		
Power Equipment		
CBRNE Reference Materials		
Other Authorized Equipment		

**Allowable Training Costs**

Overtime and backfill for emergency preparedness and response personnel attending G&T sponsored and approved training classes
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in G&T training
Training workshops and conferences
Full- or part-time staff or contractors/consultants
Travel
Supplies
Other items



<b>Allowable Exercise Related Costs</b>
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Exercise planning workshop
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Full- or part-time staff or contractors/consultants
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Overtime and backfill costs including expenses for part-time and volunteer emergency response personnel participating in G&T exercises
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Travel
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Supplies
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Other items
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<b>Allowable Management &amp; Administrative Costs</b>
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Hiring of full- or part-time staff to assist with the management of SHGP, implementation of State Homeland Security Strategy, application requirements, compliance with reporting and data collection requirements
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Development of operating plans for information collection and processing necessary to respond to G&T Data calls
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Overtime and backfill costs
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Travel
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Meeting related expenses
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Authorized office equipment
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Recurring Expenses such as those associated with cell phones and faxes during the period of performance of the Grant Program
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Leasing or renting of space for newly hired personnel during the period of performance of the Grant Program.
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